

Havana Public Library District Board Meeting
November 11, 2018

The meeting was called to order at 4:50 p.m. by President Brian Lesemann. Members present were Cathy Toncray, Mark McGrew, Jan Hurley, and Mary Layton. Also present were Librarian Vanessa Hall-Bennett and Business Manager Marty Balbinot.

President's Report

Section 10: "Budgeting and Financial Management" of the Trustees Facts File was reviewed.

Secretary's Report

The minutes of the October 16, 2018 meeting were reviewed. A motion was made by Mary Layton and seconded by Mark McGrew to approve the October 16, 2018 minutes as presented. Motion passed unanimously by roll call vote.

Correspondence, Communications, Public Comment

No report

Treasurer's Report

The October 2018 Treasurer's Report were reviewed. A motion was made by Cathy Toncray and seconded by Mark McGrew to approve the October 2018 report as presented. Motion passed unanimously by roll call vote.

Librarian's Report

Vanessa Hall-Bennett reviewed her October 2018 Librarian's Report.

The Novel Conversations book discussion series continues to be well received. 18 people attended Rebecca and 17 people are currently signed up for Spoon River Anthology.

The new library cards will be arriving soon.

Vanessa and Marty Balbinot will be seeking information regarding insurance provided by LIRA (Libraries of Illinois Risk Agency).

Vanessa spoke with Ancel Glink's office regarding legal representation. Ancel Glink would be willing to submit a written proposal.

Vanessa attended the Ameren Business Symposium and learned several enlightening facts regarding making the library more energy efficient.

Vanessa is currently weeding nonfiction.

A local woman contacted Vanessa regarding an internship. Vanessa is meeting with her to seek more information.

Statistics: Main Library attendance consisted of 1180 patrons, 225 staff/service/other, and 183 computer users. 282 informational questions and 304 reference questions were answered. 11

in-depth tutorials were conducted. 2037 items circulated. 14 new library cards were issued. 28 programs were held; 625 adults, 87 young adults, and 726 children attended.

240 books were discarded. 178 books and 11 magazines were added to the collection.

Discarded books and old tech continue to be stored at 213 West Adams.

Tiffany Webster continues to help coordinate the "Back to Books" granting programming. Tiffany is also planning a Writers' Roundtable Program, which will be held on November 13th.

Unfinished Business

No report

New Business

The Ordinance Levying and Assessing Tax for Havana Public Library District was reviewed. A motion was made by Mark McGrew and seconded by Mary Layton to approve the Ordinance Levying and Assessing Tax for Havana Public Library District. Motion passed unanimously by roll call vote.

The 2019 Meeting Date Ordinance was reviewed. A motion was made by Jan Hurley and seconded by Cathy Toncray to approved the 2019 Meeting Date Ordinance. Motion passed unanimously by roll call vote.

The Havana Public Library District Bylaws were discussed. No action was taken.

Building Maintenance was discussed. Vanessa reported that Jerry Stahl maintained the boiler. No action was taken.

Closed Session

There was no closed session.

Adjournment

The meeting was adjourned by acclamation at 5:38 p.m.

Respectfully submitted,

Jan Hurley, Acting Secretary

Vanessa Hall-Bennett, Recording Secretary